



2011 CED Program Application Toolkit

This Application Toolkit provides detailed guidance, instructions, forms, and other useful resources for organizations preparing their Community Economic Development Funding (CED) applications. Please note that the requirements in the Funding Opportunity Announcement (FOA) change each year and you should refer to the most recent FOA for the current year's specific requirements. We do not certify that all required documents are included in this Application Toolkit. Please review the Funding Opportunity Announcement carefully and follow all instructions in that document.

The 2011 CED Funding Opportunity Announcement and application forms are also available in electronic format at the [Office of Community Services \(OCS\) website](http://www.acf.hhs.gov/programs/ocs/ced). To access those forms, go to www.acf.hhs.gov/programs/ocs/ced and follow the links for prospective grantees.

If you have additional questions, please contact OCSRegistrar@icfi.com.

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How to Apply

Apply Online	Apply by Mail or Hand Delivery
<ul style="list-style-type: none">• Website: http://www.Grants.gov• Department of Health and Human Services• Agency: Administration for Children and Families• Opportunity Title: Community Economic Development• CDFA Number: 93.570• Funding Opportunity Number:• HHS-2011-ACF-OCS-EE-0178	<p>Submit one original and two complete copies to:</p> <p>Katrina Morgan OCS Grants Operations Center 1400 Key Street Suite 910 Arlington, VA 22209</p>



Background Information on the Program and Key Resources

General information on the CED program is provided in the [Program Summary section](#) of this document, and more detailed information may be found at the following locations:

- [CED Fact Sheet](#)
 - Go to CED website at <http://www.acf.hhs.gov/programs/ocs/ced>
 - Click on “Fact Sheet,” under the “About CED” heading
- [Information on Eligible Applicants](#)
 - Go to CED website at <http://www.acf.hhs.gov/programs/ocs/ced>
 - Click on “Eligible Applicants,” under the “For Prospective Grantees” heading

Pre-Application Webinar

A webinar for prospective applicants will be available beginning on May 27, 2011 at 2PM EST. Note, the webinar will be available until the closing of the announcement and can be accessed anytime after May 27, 2011 at 2PM EST. Applicants interested in accessing the webinar should register at the following website: <http://ocs-dcdregistration.com> and follow links to the "Registration" tab on the upper right hand corner of the website. A confirmation email, which will include the instructions on accessing the webinar, will be sent to applicants to confirm their registration.

Forms

- The following form are available for download at the [Administration for Children and Families \(ACF\) website](#) (http://www.acf.hhs.gov/grants/grants_resources.html) and www.Grants.gov. They can also be downloaded by clicking the links below.
- SF-424 Application for Federal Assistance -
http://www.acf.hhs.gov/programs/ofs/grants/sf424v2_508.pdf
- SF-424A Budget Information - non-construction programs -
<http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>
- SF-424B Assurances for non-construction programs -
<http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf>
- SF-424C Budget Information - construction programs -
<http://www.acf.hhs.gov/programs/ofs/grants/sf424c.pdf>
- SF-424D Assurances for construction programs -
<http://www.acf.hhs.gov/grants/pdf/sf424dv2.pdf>
- SF-P/PSL Project/Performance Site Location(s)
<http://www.acf.hhs.gov/programs/ofs/grants/sfppsl.pdf>
- Certification Regarding Lobbying -
<http://www.acf.hhs.gov/programs/ofs/grants/lobby.htm>
- SF-LLL - Disclosure of Lobbying Activities, if applicable -
<http://www.acf.hhs.gov/programs/ofs/grants/sflll.pdf>



- Central Contractor Registration (CCR) -
<https://www.bpn.gov/ccr/>

Application Review Information

The following websites and resources provide information on how applications will be reviewed and evaluated. Please note the requirements in the FOA change from year to year and materials from previous years may not reflect changes in this year's FOA. However, this information should give prospective grantees some insight into how CED applications have been reviewed in the past.

- **Presentation: 2010 CED Grant Reviewer Training**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdpregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to "CED Application Review Tools" and click on "2010 CED Grant Reviewer Training"
- **2010 CED Reviewer Guidelines**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdpregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to CED Application Review Tools and click on "2010 CED Reviewer Guidelines"
- **2010 CED Financial Analysis Guide**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdpregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to CED Application Review Tools and click on "2010 CED Financial Analysis Guide"
- **2010 CED Financial Analysis Worksheets**
 - Go to the OCS DCDP Grantee and Prospective Grantee Website at <http://ocs-dcdpregistration.com>
 - Click on "Resource Page" in the blue navigation bar near the top of the screen
 - Click on "Prospective Grantee Information and Tools"
 - Scroll down to CED Application Review Tools and click on "2010 CED Financial Analysis Worksheets"



Community Economic Development Program Summary

The Community Economic Development (CED) program is a Federal grant program that awards funding to Community Development Corporations (CDCs) for well-planned, financially viable, and innovative projects to enhance business development and expansion and create jobs for low-income individuals. In addition, grantees must ensure that the businesses and the jobs created remain viable for at least one year after the end of the grant period. For CED grants, low-income individuals are defined as those living in households with incomes at or below 125 percent of the Federal poverty level (<http://aspe.hhs.gov/poverty>).

Participating Organizations

CED is administered by the Division of Community Discretionary Programs (DCDP) of the Office of Community Services (OCS), within the U.S. Department of Health and Human Services (HHS). OCS offers 36-month, non-construction project grants and 60 month, construction project grants to private, nonprofit CDCs, including eligible faith-based organizations and excluding individuals and foreign entities.

Project Activities

Grantees of the CED program provide technical and financial assistance for economic development activities designed to address the economic needs of low-income individuals and families. The CED program funds the following types of activities:

- **Construction Projects** involve the initial building, large-scale modernization, or permanent improvement of a facility.
- **New Business Ventures** involve developing a new business that will train and employ TANF recipients or other low-income individuals to work within that business.
- **Business Expansion** involves providing technical and financial assistance to businesses already in existence to help the business grow. The assistance might involve helping businesses obtain better marketing services, contracts, or access to funds needed to help the business grow.

For FY 2011, OCS will not support microenterprise Business Training and Technical Assistance Centers with CED funds. Incubator development is allowable as long as the focus of the incubator is on substantial job creation for low-income individuals.

Priority Projects

In FY 2011, the CED program will provide up to \$10 million of CED funding to CDCs for projects located in food deserts and designed to improve access to healthy affordable foods by developing grocery stores, small retailers, corner stores, and farmers markets that will make available nutritious food in these areas. OCS seeks to fund projects that will implement innovative strategies for revitalizing communities and eliminating food deserts, as well as



achieving sustainable employment and business opportunities for low-income individuals. The Healthy Food Financing Initiative (HFFI) represents the Federal government's first coordinated step to eliminate food deserts in urban and rural areas in the United States with limited access to affordable and nutritious food, particularly areas composed of predominantly lower-income neighborhoods and communities by promoting a wide range of interventions that expand the supply of and demand for nutritious foods, including increasing the distribution of agricultural products, and developing and equipping grocery stores and strengthening the producer-to consumer relationship. OCS also has a specific interest in funding strong projects that operate in states that currently receive no CED funding.

Size of Project Grants

Twenty grants are expected to be awarded in FY 2011, with a maximum grant size of \$800,000. There is no match requirement.

For More Information

Community Economic Development Program

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Community Services

370 L'Enfant Promenade, S.W.

5th Floor

Washington, DC 20447

Phone: 202-401-5663

Email: OCSRegistrar@icfi.com

Website: <http://www.acf.hhs.gov/programs/ocs/ced/>



OCS DCDP Grantee and Prospective Grantee Website

The [OCS DCDP Grantee and Prospective Grantee Website](http://ocs-dcdpregistration.com) provides resources from past grantee conferences, background information on DCDP programs, registration information for upcoming conference calls, and recordings, transcripts and slides from past conference calls.

- OCS DCDP Grantee and Prospective Grantee Website:
<http://ocs-dcdpregistration.com>
 - For [all resources](#), click on “Resource Page” in the blue navigation bar near the top of the screen
 - For the [prospective grantee information and tool section](#), click on “Resource Page” in the blue navigation bar near the top of the screen and then click on “Prospective Grantee Information and Tools”
 - For the [general information resource section](#), click on “Resource Page” in the blue navigation bar near the top of the screen and then click on “General Information”
 - For the [upcoming conference calls and conference call archive section](#), click on “Conference Calls” in the blue navigation bar near the top of the screen

CED Training and Technical Assistance

DCDP provides grantees with an array of training and technical assistance opportunities.

- **Annual Grantee Conference** – This three-day event in Washington, D.C., is required for all CED grantees. One grantee staff member should attend the conference during each year of the grant. It provides grantees with guidance on carrying out their grant projects, information about other projects, opportunities to network with other grantees, and more. It also provides grantees with an opportunity to meet with their DCDP Program Specialist and a specialized technical assistance provider to discuss grant topics of their choosing.
- **Conference Calls and Webinars** – These calls and webinars provide grantees and prospective grantees with information ranging from application procedures to closeout procedures.
- **Customized Phone or On-Site Technical Assistance** – DCDP provides grantees with opportunities to receive customized assistance for their projects. Areas might involve Federal reversionary interest, evaluation and performance measurement, reporting, and more.



Reporting Requirements

CED grantees are required to submit the following:

- **Performance Progress Report (PPR)** – A program specific PPR was recently approved by OMB and will replace the semi-annual reports and questionnaire. Additional details and instructions on collecting and reporting this information will be forthcoming.
- **Federal Financial Reports (FFR)** – As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date.
 - Go to the ACF grants resources website at http://www.acf.hhs.gov/grants/grants_resources.html
 - Scroll down to “Reporting” and click to download the PDF file called SF-425



Community Economic Development (CED) Call for Applications

Accepting Applications Now!

The CED program provides 36-month or 60-month grants to CDCs, including eligible faith-based organizations and excluding higher education institutions, to create jobs for low-income individuals. The program is administered by DCDP, within OCS, within HHS.

Application Due Date

Applications for the Fiscal Year 2011 funding cycle are due **July 11, 2011**. Applications must be received at OCS no later than 4:30 p.m. EDT on the deadline date.

Award Amount

The maximum award is \$800,000 for a project.

Award Notice

Grant awards will not be made to the same applicant under both the Job Opportunities for Low-Income Individuals (JOLI) and the CED programs in FY 2011.



Application Instructions

This application packet is designed to provide an overview of the planning and implementation of a CED project. If you are ready to move forward, you may refer to the checklist below, which details what to include in a CED application. Please note that this is a general guide. Be sure you refer to the most recent Funding Opportunity Announcement for detailed application requirements, as they may change from year to year.

The application is limited to **150 pages**, including the project narrative, as well as supporting materials that may be included in appendices such as forms, resumes, letters of support, and other supporting documentation. Pages exceeding the page limit will be removed from the application before the application is sent to the review panel. All pages, including appendices, must be numbered.

The closing date for 2011 CED applications is **July 11, 2011**.

- ☐ **Project Summary/Abstract.** Your summary should not exceed one page, single-spaced, in length. It should provide a clear description of the project and should not reference other parts of the application. It must include a description of proposed services and the population group to be served.
- ☐ **Table of Contents.** You must include a table of contents correctly identifying page numbers for each of the evaluation criteria and appendices.
- ☐ **Objectives and Need for Assistance.** This should clearly identify the problem (e.g., social, financial, institutional) requiring a solution, and demonstrate the nature and scope of that problem. Also include supporting documentation, such as support from concerned interests other than the applicant. Demographic data and participant information should be incorporated where relevant.
- ☐ **Business Plan.** This section should outline a business plan describing the scope and detail of the work.
 - ☐ **Business Plan – Project Implementation.** This section will discuss the nature of the project and how the new businesses or jobs will be created. The description must explain whether or not the project is construction or non-construction, and whether the project involves business creation, business expansion, or equity stock or loan investment
 - ☐ **Business Plan – Project Viability.** This section should explain how the project will ensure it has adequate resources. If there are no plans to partner with another entity, you should explain how each part of the project can be accomplished through the exclusive use of CED funds and applicant resources. If you plan to partner with another entity, you should discuss the agreement in this section. Project partners requirements should be formalized through written and signed agreements between the grantee and project partner. These



agreements are referred to as Project Partner in the 2011 Funding Opportunity Announcement. Applicants should carefully review all criteria in the Funding Opportunity Announcement to ensure full compliance.

- ☐ **Business Plan – Financial Strategies.** This section must demonstrate how the project will be economically feasible by the conclusion of the grant period. The applicant must adhere to the CED cost per position created requirements (\$20,000 for non-construction and \$25,000 for construction projects). It is helpful to provide details about both CED and non-CED funding sources and itemize expenses by funding source.
- ☐ **Budget and Budget Justification.** Provide a line-item budget with detailed calculations for each budget object class identified on the Budget Information form (SF-424A or SF-424C). The detailed calculations should include estimation methods, quantities, and unit costs. Also provide a narrative budget justification for the first year of the proposed project. This should describe how categorical costs are derived.
- ☐ **Protection of Sensitive and/or Confidential Information.** Provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.
- ☐ **Third-Party Agreements.** A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g. stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.
- ☐ **Project Partner Agreements.** Provide written and signed agreements entered into by the grantee and project partners such as investors, donors, borrowers, a more experienced CDC, a wholly owned subsidiary, or an entity by which the grantee makes an equity investment or capitalizes a loan in support of grant purposes. A loan commitment from a financial institution or memorandum of understanding from a project partner committing resources or capital is a typical project partner agreement. Please review all criteria in the FOA to ensure full compliance.
- ☐ **Organizational Capacity.** This section will include organizational charts, as well as a biographical sketch or resume for each of the project's key personnel. Individual resumes should not exceed two pages.
- ☐ **Personnel.** This should include salary and wage information for each staff member, including time commitment to the project in months, time commitment to the project as a percentage or full-time equivalent, annual salary, grant salary, wage rates, etc.
- ☐ **Standard Form 424: Application for Federal Assistance.** Make sure the chairperson or executive director of the submitting organization signs this. You can find this two-page



form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>. See Appendix N for a sample of this form.

- ☐ **Standard Form P/PSL: Project/Performance Site Location(s).** ACF is implementing use of the SF-P/PSL for applications submitted for funding in Fiscal Year 2010. You can find this four-page form at <http://www.acf.hhs.gov/programs/ofs/grants/sf424a.pdf>.
- ☐ **Standard Form 424A: Budget Information - Non-Construction Programs.** You can find this four-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.
- ☐ **Budget and Budget Justification.** This should include not only a comprehensive budget for the 36 or 60 months of the project, but also a narrative detailing the source of these estimates and the sources of income and other resources dedicated to cover these costs (use the Budget Information Form – SF-424A or SF-424C).
- ☐ **Standard Form 424B: Assurances - Non-Construction Programs.** You can find this two-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.
- ☐ **Standard Form 424C: Budget Information - Construction Programs.** You can find this two-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.
- ☐ **Standard Form 424D: Assurances - Construction Programs.** You can find this two-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>.
- ☐ **Certification Regarding Lobbying - Certification for Contracts, Grants, Loans, and Cooperative Agreements.** You can find this form, roughly a page long, at <http://www.acf.hhs.gov/programs/ofs/grants/lobby.htm>.
- ☐ **Standard Form LLL - Disclosure of Lobbying Activities.** You can find this two-page form at <http://www.acf.hhs.gov/programs/ofs/forms.htm>. Note that if your organization does not engage in lobbying activities of any kind, you do not need to complete and submit this form.
- ☐ **Central Contractor Registration (CCR).** You can find the Central Contractor Registration website at <https://www.bpn.gov/ccr/>.
- ☐ **Equal Opportunity Survey.** You are encouraged to submit this voluntary two-page form, available at http://www.acf.hhs.gov/grants/pdf/surveyeoenensuringequalopp_508.pdf.
- ☐ **DUNS Number.** You can request a DUNS number at <http://fedgov.dnb.com/webform>.
- ☐ **Proof of Non-Profit Status.** Applicants must be private, non-profit organizations with 501(c)(3) or non-501(c)(3) status, governed by a board of directors consisting of residents of the community and business and civic leaders, which has a principal purpose of planning, developing, or managing low-income housing or community economic development activities.



Applying Online

Grants.gov allows applicants to apply for Federal grants opportunities electronically. If you are applying through Grants.gov, the content of your application will be identical to what you would have submitted via mail. However, the process is slightly different. Applying this way is not as simple as sending an email with your application attached. Please make sure you carefully read the instructions on the website and go through the steps listed under "Prepare to Apply for Grants through Grants.gov." Do this well ahead of the application due date. For more information, go to <http://www.grants.gov>.

Please note that the registration process for Grants.gov can take up to five days, so all applicants are strongly encouraged to review this information well in advance of the application deadline. If you encounter trouble submitting an application, you will have to submit a ticket directly to the Grants.gov help desk.

Electronically-submitted applications will be considered late and disqualified if the date/time stamp is after 4:30 p.m. EDT, July 11, 2011.

Applying In Person or By Mail

Applicants may also submit hard copy applications by walking them in, via mail, or through delivery or courier service. Either way, applicants submitting hard copy applications must submit one original and two complete copies to the following address:

Katrina Morgan
OCS Grants Operations Center
1400 Key Street
Suite 910
Arlington, VA 22209

Hand-delivered applications may be submitted between the hours of 8 a.m. and 4:30 p.m. EDT, Monday through Friday (excluding Federal holidays).

Remember, regardless of how you are applying, all applications must be received by 4:30 p.m. July 11, 2011. Applications delivered after 4:30 p.m. EDT on July 11, 2011 by delivery, courier, or mail service will be considered late and disqualified.

Questions?

Thank you for your interest in the Community Economic Development program. If you have additional questions about applying for CED funding or have comments about this Application Toolkit, please contact the Office of Community Services at: (202) 401-5663 or OCSRegistrar@icfi.com.



Registering, Accessing, and Submitting a Complete Application with Grants.gov

In compliance with Federal regulations, OCS encourages applicants to submit the FY 2011 application using the www.Grants.gov portal, the official website for Federal grant information and applications. Those who have used this method before may notice Grants.gov has undergone some website enhancements, which are covered in this guidance. For those who are new to the process, the following instructions provide the basic steps for registering on Grants.gov, accessing the “Application Package,” and submitting the electronic components of the package via Grants.gov.

Applicants should read the 2011 CED Funding Opportunity Announcement (FOA) and Application instructions for detailed information on the funding round. The “Application and Submission Information” section on page 10 of the FOA lists the required components and how they should be delivered.

The registration process alone can take several days to complete! Please start your registration early, submit your application early, and verify the submission is received.

Call the Grants.gov support staff if you have any questions about the process or are confused along the way. The Grants.gov help desk can be reached at 1-800-518-4726 or via email at support@grants.gov. The Grants.gov Contact Center hours of operation are 24 hours a day, 7 days a week, closed on Federal holidays.



Step 1: Install Adobe Reader

In order to register on Grants.gov or access, complete, and submit applications, you must have Adobe Reader installed. If you have downloaded the software in the past you may want to do it again to make sure you have the latest version. For a list of compatible versions and for other information on software that will help you navigate Grants.gov, go to the [software download page](#):

- Go to www.Grants.gov
- Scroll to the bottom of the screen and click on “Verify if your Adobe Reader version is compatible with Grants.gov”
- Click on “download software page”

Step 2: Register with Grants.gov

If you are a first-time user, you can refer to the applicant user guide (<http://grants.gov/assets/ApplicantUserGuide.pdf>) on Grants.gov or use these four steps to begin the registration process:

Step A - Obtain a Dunn & Bradstreet Universal Number (DUNS)

All institutions applying for Federal grants are required to provide a DUNS number. The Federal government has adopted use of DUNS numbers to keep track of how federal grant money is disbursed. If your institution does not have a DUNS number, call the special Dunn & Bradstreet hotline at 1-866-705-5711 or apply on their website at: <http://fedgov.dnb.com/webform> to receive one free of charge. You will receive a DUNS number the same day.

Tip: Record and protect your DUNS number yet have it available for quick reference.

Step B - Register your organization with the Central Contractor Registry (CCR)

The CCR is the primary vendor database for the U.S. Federal Government. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. The Federal government uses the CCR as a centralized registry for all contractors and grant applicants. CCR registration is also an element of the electronic signature process. A handbook describing CCR and the registration process can be found at the following link: www.ccr.gov/handbook.asp.

Online registration with CCR will take about 30 minutes to complete, and can be accessed at <http://www.ccr.gov> or by phone at 1-866-606-8220.

Your registration should become active with CCR within 3-5 business days; although it is recommended that you start early to allow time for correcting any registration errors.



When your organization registers with CCR, you must designate:

- **A CCR Point of Contact (CCR POC).** This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, the CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as necessary.
- **An EBiz Point of Contact (Ebiz POC).** This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both the CCR POC and as the EBiz POC. During registration, you will also be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step D below.

Tip: Record and protect your T-PIN and M-PIN. Also, keep track of the staff designated as Points of Contact.

Step C - Register with Grants.gov

Each person who will be submitting applications on behalf of your organization must first be designated and registered as Authorized Organization Representatives (AORs). Before starting on this step, your CCR registration (Step B, above) must be active. Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov. However, AORs will receive usernames and passwords the same day they submit their information.

The organization's AOR(s) must register with Grants.gov at:

http://www.grants.gov/applicants/organization_registration.jsp

Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf. **Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR, but approval can occur the same day. The system will not accept an application submission until the AOR registration has been approved.**

Step 3: Access and Save Application Materials

To start completing the CED application, you need to access the application package and save it to your computer:

- 1) Go to www.grants.gov and select Apply for Grants, under the For Applicants tab along the left-hand panel.
- 2) Select the link next to Step 1: Download a Grant Application Package
- 3) You have the option of entering the CDFA number or Funding Opportunity Number to find the CED application package. You must complete at least one of these fields.
 - CDFA Number: 93.570



- Funding Opportunity Number: HHS-2011-ACF-OCS-EE-0178
- 4) Click “download” in the Instruction & Application field in the search results.
This page will allow you to download an application package and application instructions. This includes the SF-424 and templates for all application materials.
- 5) Click Download Application Instructions to download application materials.
- 6) Click Download Application Package.

Step 4: Create and Save the CED Grant Application Package

Save the Grant Application Package to your computer by clicking Save on the top of the screen. When you do this, you will be creating a file to return to later, so you should save it in a location where you will be able to find it later.

The application package must be completed entirely offline. You will need to log into Grants.gov during the submission process. You can save your work at any time by clicking the Save button at the top of your screen. The Save & Submit button will not be functional until all required forms are complete and attached.

Do not click the Save & Submit button until you are ready to submit the complete application package for review.

Step 5: Complete the CED Grant Application Package File

- 1) Open the saved **Grant Application Package**.
- 2) Enter a filename in the **yellow Application Filing Name** field. Click **Save** at the top of the screen.
- 3) Use the **Move Form to Complete** box to move all necessary forms to the right side of the screen, labeled **Mandatory Documents for Submission**.
- 4) Click on the **Open Form** box to individually open each form. Click **Close Form** to complete each entry. Click **Save** at the top of the screen to save the Grant Application Package.
- 5) Print each of the forms and send the hard copy as the cover sheet.
- 6) Verify that all data is correct and all necessary forms and files are included. Verify by selecting **Attachments**, then clicking on **Open Form**.

Step 6: Submit Final CED Application Package

- From the **Grants Application Package** page, click on **Check Package for Errors** at the top of the page. Make changes as necessary based on each error found in the package. When you are sure you have corrected all errors and have all required documents into the **Mandatory Documents Completed for Submission** box – then you are ready to submit your Application Package.
- By clicking **Save & Submit**, you are sending the SF-424 forms plus the required attachments to OCS as your final submission.



NOTE: You will not have an opportunity to provide missing attachments. It is critical that you ensure all required documents are attached before clicking **Save & Submit**.

- After pressing the **Save & Submit** button, the AOR will be prompted to supply the valid User ID and Password and select **Login** in order for the submission process to be completed. If you are not authorized to submit, or your organization is not fully registered with Grants.gov, you will receive an error message. Only Authorized Organization Representatives (AORs) are able to submit applications on Grants.gov.
- Select **Sign and Submit Application** once you read and agree to the terms.

Congratulations! You have submitted your application!